



RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. 24

DETENTION HOMES, GROUP HOMES, HALFWAY HOUSES AND OTHER RESIDENTIAL CARE FACILITIES

JUVENILE RESIDENTIAL SERVICES

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition conditions listed below:

APPROVED: Signed – Robert F. Nawrocki, **STATE RECORDS ADMINISTRATOR**

SCHEDULED AGENCIES:

EFFECTIVE SCHEDULE DATE: 11/1/03

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CONDITIONS FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§ 42.1-76, et. seq. of the *Code of Virginia* for the retention and disposition of the records as stated on 808-303the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the *Certificate of Records Disposal* (Form RM-3). A signed RM-3 must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 must be sent to Library of Virginia (LVA).
4. Any records created before the Constitution of 1902 came into effect (January 1, 1904) must be offered, in writing, to the LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA. A copy of the offer must be attached to the RM-3 form when it is submitted to the LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. Microfilming must be done in accordance with §§ 17VAC15-20-10, et. seq. of the *Virginia Administrative Code*, "Standards for the Microfilming of Public Records for Archival Retention."
8. Custodians of records must ensure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.
9. Under the *Virginia Public Records Act*, (Section 42.1-79) the Library of Virginia is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. The Library may purge select records in accordance with professional archival practices in order to ensure efficient access.



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Admission Forms-Originals</u> This series documents the personal information on juvenile offenders as they are processed into the residential program.		Transfer to the individual's case file. See series No. 007074 or 007075.
<u>Admission Forms-Duplicates</u> This series documents the personal information on juvenile offenders as they are processed into the residential program. The duplicate is used solely for administrative use while the processing phase is being completed.	007072	Retain until no longer needed for administrative purposes, then destroy in compliance with No. 8 on the schedule cover page.
<u>Building Inspection Records</u> This series documents the inspection of the buildings/facilities in the residential program.	007073	Retain until completion of the next certification audit, then destroy.
<u>Case Files-No Medical Records</u> This series documents the juvenile offender's participation and progress in the program. The series contains the court order, admission form, testing data and results, progress reports, disciplinary information, and other information as needed or required for the program.	007074	Retain 3 years after discharge from facility, then destroy in compliance with No. 8 on the schedule cover page.
<u>Case Files-Containing Medical Records</u> This series documents the juvenile offender's participation and progress in the program. The series contains the court order, admission form, medical information, testing data and results, progress reports, disciplinary information, and other information as needed or required for the program.	007075	Retain 10 years from date of last medical treatment or until age 23, whichever is longer, then destroy in compliance with No. 8 on schedule cover page.



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<u>Clothing/Bedding Issue Form</u> This series documents the issuing of clothing and bedding to the juvenile offender.	007076	Retain until all items are returned or all disputes resolved, whichever is longer, then destroy.
<u>Disciplinary Records-Originals</u> This series documents any infractions of rules and regulations while the juvenile offender is participating in the program.		Transfer to the individual's case file. See series No. 007074 or 007075.
<u>Disciplinary Records-Duplicates</u> This series documents any infractions of rules and regulations while the juvenile offender is participating in the program. The duplicate is used solely for administrative use while the disciplinary action is in progress.	007077	Retain 2 years from date of disciplinary action, then destroy in compliance with No. 8 on schedule cover page.
<u>Employee Personnel Files</u> The series documents the individual's employment history, including but not limited to hiring, benefits, test results, professional certification, promotions, evaluations, disciplinary actions and security check results.		Refer to records series 010233, "Employee Personnel Files" in <i>General Records Retention and Disposition Schedule No. GS-3, Personnel Records</i> for retention period.
<u>Employee Training Records</u> This series documents the required training for the employees of the residential program.	007078	Retain 1 year after termination of employment, then destroy in compliance with No. 8 on schedule cover page.
<u>Fire/Safety Inspections</u> This series documents the inspections of the facility to insure that they meet the fire/safety standards.	007079	Retain 3 years or until completion of next certification audit, whichever is longer, then destroy.



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<u>First Aid/CPR Certifications</u> This series provides documentation to certify that various employees are certified by appropriate authority to perform first aid and cardio-pulmonary resuscitation.		File in the employee training record. See series No. 007078.
<u>Health/Sanitation Inspections</u> This series documents the routine inspections that occur to insure that the facilities are adhering to the appropriate standards set forth by the certifying authority.	007080	Retain until the next certification audit is completed and all discrepancies are corrected, then destroy.
<u>Release of Information Consent Forms</u> This series documents the permission given by residents for the release of information.		Transfer to the individual's case file. See series No. 007074 or 007075.
<u>Insurance Records</u> This series documents the insurance policies that cover the facility for personal injury, fire, and other areas for which the facility might incur some financial liability.	007081	Retain 3 years after the expiration of the policy or resolution of all claims, whichever is longer, then destroy.
<u>Key Control Records</u> This series maintains the record of key usage and control in the facility.	007082	Retain 1 year after completed, full or replaced, then destroy.
<u>Food Service – Special Diet Records</u> This series documents the special diets that are provided for the residents due to various reasons. Special diets may be provided for religious or medical reasons.	007083	Retain 3 years or until next certification audit, whichever is longer, then destroy.



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<u>Food Service Expense/Accountability Files</u> This series documents the fiscal dealings of the Food Service departments within the facility.	007084	Retain 5 years or until audit, whichever is longer, then destroy.
<u>Menus</u> This series documents the food service menus that are developed by the facility cooks and dietitians.	007085	Retain until completion of next certification audit, then destroy.
<u>Logs</u> This series documents the movement of the residents.	007086	Retain 3 years after log is completed or full, then destroy.
<u>Personal Property Records</u> This series documents the resident's personal property. Some items of personal property may be retained by the resident while other items may be required to be shipped home or stored.	007087	Retain until property is returned, then transfer to the individual's case file. See series No. 007074 or 007075.
<u>Policy and Procedure Manuals</u> This series documents the procedures and policies to be followed by the facility as they provide treatment to the residents.	007088	Retain 3 years after being superseded, then destroy.
<u>Register of Admissions</u> This series documents the admission of the resident into the institution/facility.	007089	Retain 10 years after last entry, then destroy in compliance with No. 8 on the schedule cover page.

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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Release Papers – Originals</u> This series documents the order to release the resident from the custody of the facility.		File in the individual's case file. See series No. 007074 or 007075..
<u>Release Papers – Duplicates</u> This series documents the order to release the resident from the custody of the facility. It is a reference copy.	007090	Retain 2 years after release, then destroy.
<u>Teacher Certification Files</u> This series documents the state certification of the teacher in the facility.		File in the employee's personnel file.
<u>Volunteer Registrations</u> This series documents the volunteer's service and activity within the facility.	007091	Retain 3 years after volunteer leaves the program, then destroy.